

TOWN OF LYNDEBOROUGH PLANNING BOARD MINUTES

February 15, 2018

APPROVED on March 15, 2018

7:30 PM Call to Order & Roll Call

Chairman Tom Chrisenton, Larry Larouche, Bret Mader, Paul Best and Selectmen's Representative Fred Douglas

NEW BUSINESS:

None

CONTINUED BUSINESS:

Planning Board Proposed Rules of Procedures:

The Board reviewed the "Planning Board Proposed Rules of Procedures" which were drafted at the January 18, 2018 meeting and discussed the eight procedures listed.

Added to the procedure list as item #9 was, "Any correspondences from previous meetings needs to be reviewed and documented."

Added to the correspondence item is any responses to/from or submitted correspondences will be added to the minutes of the next meeting. Any decisions to send a correspondence should also be included in the minutes.

Item #3: The time frame to post the agenda seven days after the meeting was discussed.

The Board discussed concerns with the Informal Discussion process. An informal discussion should be to only direct a potential applicant to the rules and regulations. No decisions can be made.

This topic will continue at the next meeting.

Status of Granite State Letter:

The Planning Board secretary Kathleen Humphreys emailed a letter to Peter MacLellan and John MacLellan at the request of the Board's December 2017 meeting. To date, she has not received a response. *See attached for copy of the letter*

Status of Filing Cabinets:

There are two new filing cabinets for the purpose of Planning Board records. One key will stay with secretary and the other key will stay at Town Office.

The Town Administrator set a two-month timeframe to complete the archive filing project. A few boxes of old records need to be sorted and filed.

After the conclusion of tonight's meeting the Board reviewed a box and sorted the archive documents. Most of it belonged to the Selectmen's office such as tax cards. Some documents for the Planning Board and ZBA dated back a few decades.

MINUTES & OTHER PERMITS TO REVIEW:**Review of Jan 18, 2018 Meeting Minutes:**

VOTE: Larry Larouche made a motion to approve Meeting Minutes from January 18, 2018. Bret Mader seconded the motion. Motion passed 4-0-1. Paul Best abstained.

November 17, 2016 Meeting Minutes:

VOTE: Paul Best moved, Larry Larouche seconded to postpone the approval of the November 17, 2016 minutes until member Bob Rogers is present and has the letter he drafted for Mr. Larry Boisvert which was read at the meeting. Motion passed 5-0.

August 17, 2017 Meeting Minutes:

VOTE: Larry Larouche moved, Bret Mader seconded to approve the August 17, 2017 minutes as presented. Motion passed 5-0.

October 19, 2017 Meeting Minutes:

Add "Russ Boland was present at the meeting". *The changes were made.*

VOTE: Selectman Fred Douglas moved, Larry Larouche seconded to approve the October 19, 2017 meeting minutes as amended. Motion passed 5-0.

December 21, 2017 Meeting Minutes:

On page 3 add, "No successful action was taken by..."

Include a copy of all correspondences to the minutes which will be added to the next meeting.

Add the letter to Granite State Concrete that was sent to Peter and John MacLellan to tonight's meeting so the Board can review it.

VOTE: Larry Larouche moved, Fred Douglas seconded to table the December 21, 2017 Minutes until the March meeting when the Board has the copy of the Granite State Concrete letter to review. Motion passed 5-0.

Driveway permits:

None

ANNOUNCEMENTS:

None

CORRESPONDENCES:

None to review

INFORMAL DISCUSSION:

Ben Belford called the secretary with questions regarding a natural wedding/event venue on Schoolhouse Road and New Road and was informed he could visit tonight to ask questions in an informal setting only. Mr. Belford did not appear.

ADJOURNMENT:

VOTE: Paul Best made a motion, Larry Larouche seconded to adjourn at 8:47pm. Motion passed unanimously.

Respectfully submitted,

Kathleen Humphreys
Planning Board Secretary

Final version approved at the March 15, 2018 meeting. Sent to Town Office 4/26/18

Attachment Per Minutes:

Lyndeborough Planning Board
9 Citizens' Hall Road
Lyndeborough, NH 03082

January 17, 2018

Granite State Concrete
Milford, NH 03055

Dear Mr. John MacLellan and Mr. Peter MacLellan,

After reviewing the professional vendor's letters from Granite State and Bob Bell's letter at the December 2017 meeting the following decision was made and voted on.

1. The Board found no successful action was taken by Granite State Concrete and no successful action last year in relation to the buffer at Mr. Bell's property on Tarn Road in Lyndeborough, NH.
2. The Board request to plant during the growing season.
3. The Board expects to hear by June 1, 2018 what has been done to address the vegetation and request the vendor selects vegetation that will survive and grow in Lyndeborough's climate.
4. The documentation that was sent to the Board prior to the Nov. 2017 meeting as requested did not include a letter from Granite State Concrete outlining the actions taken to address the buffer.

If you have any questions feel free to contact me at 603-654-5111 or kmbh@tds.net or address any question to Chairman Tom Chrisenton.

Sincerely,

Kathleen Humphreys

Kathleen Humphreys
Planning Board Secretary